
Creditor -- Quick Reference Guide

Merging PDF Documents

Step	Action
1	Open PDF document.
2	Document will open in Adobe Acrobat.
3	Select Document from the tool bar
4	Select Insert Pages from the screen.
5	Browse to find the document that you want to attach
6	Select appropriate document.
7	Select where you want the additional attachment to be placed.
8	Check completed document for accuracy.
9	Close Adobe Acrobat
10	The question Do you want to save changes appears. Select Yes.